

John Howard Society of Manitoba Job Description

The John Howard Society of Manitoba is a not-for-profit organization with approximately 20 employees covered under a single Collective Agreement. This position is considered out of scope.

Position: Human Resource Manager

Employment Type: 3 days per week (0.6), \$26.00 per hour

Additional hours may be required during peak periods.

Benefits: The position includes a generous benefit package after the successful completion of six months of employment.

Tentative start date: As soon as possible

Closing date for applications: November 18, 2022

Duties:

The candidate will be responsible for performing and assisting in a wide range of human resource functions and programs including, but not limited to, recruitment and orientation, labour relations, performance management and appraisal, job review of compensations and benefits, administration and record keeping, organizational and staff development, maintaining employee files and HR filing system. Other duties include

- Assists with all aspects of employee relations, communication and HR policy
- Participates as a strategic member in achieving organizational objectives through the development and review of organizational human resource strategies, management systems, and policy in a not-for-profit environment.
- Leads all aspects of recruitment functions including advertisement.
- Performs candidate screening functions by pre-screening resumes, coordinating interviews, preparing Letters of Offer, and performing reference checks.
- Prepares, coordinates and administers staff orientation program.
- Coordinates the administration of the annual performance review process and serves as a resource to managers and supervisors in the delivery of performance appraisals.
- Assists with staff development program.
- Perform general human resource administration functions as they relate to filing maintenance, correspondence, and policy administration.
- Maintain all personnel files and is responsible for maintaining a system for tracking and recording all staff attendance, annual vacation credits/usage, and flex/over-time usage.
- Maintains an attendance management system that tracks and records all employee absenteeism.
- Administers employment policy and collective agreement.
- Acts as a point of contact to address human resource-related questions and concerns from staff.



Additional Responsibilities

- Provides assistance to the Executive Director.
- Other duties, responsibilities and projects as assigned.

Preferred Qualifications

- Post-secondary degree or diploma in a related discipline or a suitable combination of experience and training.
- A minimum of two years' experience working in a human resource environment, preferably in a not-for-profit organization.
- Previous experience in developing, maintaining and evaluating human resource management programs is essential.
- Strong interpersonal skills and an ability to address workplace conflict issues.
- Excellent written and verbal communication skills are essential.

In addition to the above, this position requires the following:

- Strong working knowledge of Microsoft Office applications including Word, Excel and Outlook.
- Valid Class 5 Manitoba Driver's License and access to a reliable vehicle during working hours.
- An up-to-date Criminal Record Check from Winnipeg Police Service and Adult Abuse Registry clearance.

Reporting Relationship

This position reports to the Executive Director.

Revised

October 17th, 2022

Job Description Acknowledgement

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the duties described.

Employee Name:

Employee Signature:

Date:

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We strongly encourage applicants who identify as being First Nations, Métis, or Inuit to self-declare in their resume or cover letter.

Closing date: November 18, 2022

Please send all resumes and /or inquiries to Sharon Perrault, sperrault@johnhoward.mb.ca

The John Howard Society of Manitoba
583 Ellice Avenue, Wpg, MB, R3B 1Z7

